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13 December 1968

MEMORANDUM FOR: Records Management Board
SUBJECT : Records Creation and Files Systems
REFERENCE : CIA Records Management Board -- Report No. 1,
dated 27 September 1968

1. Paragraph 6d of Referent Report states that the Records Management Board will "focus additional attention on controlling records creation and improving active files systems." There is no question that the Board should eventually do just that. However, during the past three months the Board has not tackled this problem and in my judgment it would be a mistake to include anything on this subject in the next quarterly report. The next report should take a positive approach and include only those items about which we have something significant to say.

2. If the Board decides that there should be something in the report on controlling records creation and files systems, I would suggest that we include something along the following lines:

The initial point of departure for an effective records management program is control over the creation of records. This control must be exercised at the source and at the time the records are created. Unless this is accomplished, unnecessary copies are prepared (or reproduced on copying equipment) which are filed and subsequently must be disposed of.

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Failure to control the creation of records, and provide appropriate file systems have been major factors which helped to create the disposal problem which exists today in the Agency Records Center.

The Records Management Board plans to prepare guidance which will be applicable Agency wide on records creation and file systems. The value of such instructions, however, will be negated to a great extent until such time as each major staff and division has employed a qualified full-time Records Management Officer of senior grade who has the confidence and unqualified support of the component chief. Directions have been issued to the effect that major components should designate "at least one individual whose primary function will be to serve as the Records Management Officer." These directions do not go far enough nor has there been full compliance. Until there is full compliance in the employment of qualified, full-time Records Management Officers the program will not be truly effective.

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